



Front Desk In-charge

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** April 13, 2015, midnight

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : entry
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Should be outspoken and cooperative
 - Should be able to work under pressure
 - Should have good office management skills
 - Should work with patience while dealing with customers and their complaint
 - Should have a good telephonic manner
 - Should possess pleasant personality, positive attitude and glowing facial expressions
 - Should have good communication and interpersonal skills
 - Should possess smart, pleasant personality and cheerful nature
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Job Description

- Professionally represent organization within/outside the organization and provide necessary information to internal and external customers and visitors/incoming telephone calls
- Responsible to manage the reception area
- Deal with enquiries in a professional and courteous manner in person or telephone
- Centrally handle telephone calls and transfer to the concerned authority
- Assist the concerned authority by providing administrative support
- Perform other task assigned by concerned authority

Salary, Benefits and more:

- Gross salary of NRs 12,000 plus attractive Incentives
 - In addition to gross salary, benefits such subsidize lunch, festival bonus and other benefits such as Provident Fund, Insurance after confirmation of employment
 - Dynamic and challenging working environment for better learning and career growth opportunity
 - Good working culture and environment
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-in-charge/>

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